

Legal and Union Health & Safety Rights



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Legal and Union Health and Safety Rights

Discussion Question

- 1) How can the union get management to make improvements in health and safety? What are the pressure points that the union can exercise to win gains in health and safety? Be specific and list all the ways that the union can exercise its legal and union rights.

Legal Rights

- 1) A section of the OSHA Act, 5A1 is commonly known as the 'general duty clause'. This section addresses hazards that are not addressed by specific OSHA standards adequately. It mandates employers to provide a workplace "free of recognizable hazards". The courts have decided that several elements need to be present to uphold general duty citations. These include which of the following?
 - ☐ (a) The existence of a hazard likely to cause harm
 - ☐ (b) The employer's awareness of the hazard
 - ☐ (c) The availability of feasible means to abate the hazard
 - ☐ (d) The employer's failure to implement the feasible means of abatement

- 2) All 'recordable' injuries and illnesses need to be entered on the employer's OSHA 200 log within 6 working days after the incident. Which of the following instances needs to be recorded on the OSHA 200 log?
 - ☐ (a) Restriction of work motion
 - ☐ (b) Medical treatment
 - ☐ (c) Loss time injury
 - ☐ (d) First Aid treatment
 - ☐ (e) Occupational illness
 - ☐ (f) Worker's Compensation injury

- 3) OSHA citations can have several classifications. Match the following classifications with the best descriptions.

# OF BEST	DESCRIPTION	
_____	(a) De Minimis	1. Intentional disregard of Act.
_____	(b) Other than serious (OTS)	2. Substantial probability that death or serious physical harm could result.
_____	(c) Serious	3. Employer had been cited for same violation in last three years.
_____	(d) Repeated	4. Violation does not directly relate to safety and health (i.e. paperwork).
_____	(e) Willful	5. Previously cited hazard was not abated.
_____	(f) Imminent danger	6. Very serious hazard that can not wait to be processed by usual OSHA procedure.
_____	(g) Failure to abate	7. Violation would probably not cause death or serious harm.

- 4) Which of the following are a worker's rights under the OSHA Act?

- ☐ (a) To file a complaint with OSHA and remain anonymous if so desired.
- ☐ (b) To file a complaint with OSHA whether or not you are directly affected by the hazard in question.
- ☐ (c) To inspect another work area (other than your own) immediately when you suspect an unsafe or unhealthy condition.
- ☐ (d) To see publicly posted notices of OSHA citations for health and safety violations at the site of the violation.
- ☐ (e) To review the workplaces' injury and illness records.

- 5) The OSHA standard for Access to Medical and Exposure Records (CFR1910.20) gives workers the right to see and get copies of (check all that apply):

- ☐ (a) Their own company Medical Records
- ☐ (b) Material Safety Data Sheets (MSDS)
- ☐ (c) Personnel Files
- ☐ (d) Industrial Hygiene Reports and Recommendations
- ☐ (e) Studies based on medical and exposure records done by consultants

- 6) Representatives from the company and the workers can participate in an OSHA inspection during the (check all that apply):

- ☐ (a) Opening Conference
- ☐ (b) Walkaround
- ☐ (c) Closing Conference

Discussion Questions

- 1) How does the union decide when and if to file an OSHA complaint?
- 2) When can filing an OSHA complaint hurt the union? When can it help the union?
- 3) How does OSHA fit into the union's strategy to improve health and safety in the workplace?

OVERVIEW OF HEALTH AND SAFETY RIGHTS

OSHA's intent is "to assure every working man and woman in the nation safe and healthy working conditions" [from the *Preamble*].

The basic right given workers under OSHA is the right to "employment and a place of employment which is free from recognized hazards" [Section 5(a)(1) — the *General Duty Clause*].

Other rights under OSHA are explained in this section.

HEALTH AND SAFETY STANDARDS

- The right to have safety and health standards established and enforced by the law
- The right to take part in the setting of these standards

ACCESS TO INFORMATION

- The right to obtain Material Safety Data Sheets for chemicals
 - The right to look at and copy the injury and illness log which the company is required to keep
 - The right to obtain copies of any employer or OSHA tests
 - The right to get a copy of the OSHA inspection file on the workplace
 - The right to review employer plans for emergency response, lockout, and other obligations under the act
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TRAINING

Under the Hazard Communication Standard, all workers must be provided with training in the recognition of chemical hazards with which they work. Additional training is required under many different OSHA standards (such as asbestos, emergency response, and energy lock-out).

COMPLAINTS AND INSPECTIONS

- The right to file a complaint with OSHA about hazards and to ask for an OSHA inspection of the workplace
- The right to have your name withheld from the employer as the source of a complaint
- The right to participate in OSHA's workplace inspections (by having representatives sit in on conferences and accompany the inspector)
- The right of any worker to speak with OSHA inspectors about possible hazards during inspections

EXAMPLES OF INFORMATION REGULATED BY OSHA

✓ **Exposure and Medical Records (29 CFR 1910.20).**

Such as: the results of any tests conducted by OSHA or management, including (but not limited to) test results on chemical exposure, dust or noise levels, heat and cold, and copies of medical examination results if a company doctor did the exam.

✓ **OSHA Inspection Results.**

After an OSHA workplace inspection, OSHA must provide you with its findings, including any measurements.

✓ **OSHA Citation Records.**

Under the Freedom of Information Act, you have the right to request information from OSHA regarding past citations, fines, and other matters for any employer under the jurisdiction of the agency.

PROTECTION FROM EMPLOYER RETALIATION

OSHA Section 11(c) provides some protection for health and safety whistleblowers.

- The right not to be discriminated against in any way or discharged for exercising OSHA rights, including internal complaints
- The right to file a complaint (within 30 days) if you believe you have been discriminated against

RIGHTS NOT GUARANTEED BY OSHA

- **The right to a safe workplace.** OSHA's chemical exposure limits may be legal, but they are not necessarily safe. Most OSHA standards are minimal. Many were adopted from inadequate studies that were influenced by the chemical industry. Few, if any, are guaranteed to protect workers from all health effects. Many chemicals have been proven to have health effects at or below the legal limits.



UAW LOCAL UNION

ACCESS TO COMPANY RECORDS

UAW Local Unions can't effectively clean up their workplaces unless they use their rights to information under existing laws. These laws guarantee workers access to company records on Health and Safety. Two of the most important rights are:

- OSHA Access to Medical & Exposure Records (1910.20)
- Federal Freedom of Information Act. (Public Act 89-487)

These two rules are steps toward the right to know. The final step, the labelling of all chemical containers, is still being denied by our government. The standard recently set by the Federal OSHA allows companies to conceal most chemical identities. What workers want and need is the exact chemical names on all chemical containers.

Federal OSHA Access to Medical Records and Exposure Records Standard 1910.20

Case #1 Two UAW locals recently discovered that a solvent in use in their plants contained Glycol Ethers, which are known reproductive hazards. They were able to obtain this information because they used their legal right under the "Access" Standard. Union representatives sent requests to their companies demanding information on the use of Glycol Ethers throughout the facilities. They demanded copies of all industrial hygiene reports for their plants.

Union Rights

The standard permits workers and Union Representatives to examine and copy an employer's records of exposure to toxic materials, medical records and analyses based on these records. Access must be provided no later than 15 days after a request.

The Union has immediate access to data on chemical exposures and to studies based on either this data or on medical records. The Union may also obtain access to a worker's personal medical file with the specific written consent of that worker. The individual worker, on the other hand, has a right to his or her own file.

"Toxic exposure records" include:

- Industrial hygiene reports and data.
- Biological monitoring such as blood lead data.

- Material Safety Data Sheets or other identity of toxic substances.

"Medical records" include:

- Medical histories and questionnaires.
- Results of medical examinations and laboratory tests.
- Medical opinions, diagnoses, and recommendations.
- Worker medical complaints.

"Studies"

Any studies or analyses the Company has done, based on these records, are also available to any worker or Union Representatives.

The standard applies to all employer-generated records, regardless of whether created or maintained within the Company or by outside contractors.

The standard provides flexibility for the Company doctors to allow access, provided that the worker has the final say on the form in which the information is provided. If, for example, a worker consents to have the medical record explained to him or her by the doctor, rather than receive a verbatim copy, this can be done in compliance with the regulations, but the decision is with the worker, not the physician. If the worker wants a verbatim copy, the doctor must supply it.



**Federal Freedom of Information Act
(Public Act 89-487)**

Case #2 A recent local union investigation in a UAW-represented plant uncovered dangerous high exposure to silica dust. The records were obtained from OSHA by using the present Freedom of Information Act.

Access to most information and documents, in the possession of OSHA, is assured by the Freedom of Information Act. This includes citations, air sampling data and the inspector's notes. Local Unions should first call the OSHA Area Director to ask if OSHA has a file on their company and write in a request if necessary.

All local unions can request records of all past OSHA inspections, and thereby maintain a file on the safety and health activities within their company. This enables locals to follow-up on corrective action required from past inspections, and allows them to continuously monitor the activities of both the company and OSHA. Such files will also be useful in preparing for bargaining demands to improve safety and health where OSHA standards have been inadequate.

Government agencies routinely destroy old records or send them to archives from which retrieval is difficult. Each UAW unit should exercise this right as soon as possible. The following sample letter could be used:

Sample Request for OSHA Inspection Results

(Director)
(OSHA or State Agency)
(Address)

(Date)

Dear [_____]:

Under the Freedom of Information Act, I am writing to request a copy of the following inspection:

(Employer(s) name, date(s), of the inspection(s) and the OSHA case number if you know it.)

I would like copies of notes, photographs, results of test taken, and any other information related to this inspection.

Sincerely,

(name, local union position, and address)

**Sample Request For Information
From Employer**

(Date)

(Company Address)

Dear [_____]

On behalf of the safety and health of members working in the following departments and jurisdictions (*identify them*), we request the following information, as provided for under the OSHAct (Section 1910.20) because of [*reason for request, i.e. problems, concerns*]:

1. All employee exposure records, including all monitoring or measuring data (bulk, wipe, grab, area, personal or other form of sampling) for [*see below*].

[*AS NEEDED:*

*any chemical substance (including asbestos),
biological agent (bacteria, virus, fungus)*

or

*physical stress (noise, heat, cold, vibration,
repetitive motion, and ionizing or
nonionizing radiation)] and*

2. Related collection and analytical information, calculations and other background data relevant to interpretation of the results obtained.

We request the above information for the past (number) years.

This information is being requested to assist employees in detecting workplace hazards. (Add specifics here, if available, i.e. employees experiencing health symptoms, etc.)

We are aware that section 1910.20 of the OSHAct also states that this information must be copied and provided within a reasonable time, but in no event later than fifteen (15) days after the request for access is made.

(If request is submitted by union representatives) In addition, we are requesting this information under the National Labor Relations Act to ascertain working conditions for member representation purposes.

Sincerely,

(name, local union position, and address)



UAW Local 1000

Electing "Party Status" After a Citation

As soon as your employer has filed a notice of contest to the citation, you have a right to elect party status in the case. This is your only means of insuring that the employees' interests will be protected throughout the case.

Asserting party status does not commit the union to taking part in hearings, etc. It simply means the union can do so if they wish to, when the time comes. Party status is the only way the union can get documents pertinent to the case. Such documents are often useful in formulating a union position while in the process of reaching a settlement.

Although you can elect party status any time before the hearing begins, you should do so immediately after your employer has challenged the citation. This will enable you to play an active role from the beginning and help insure a favorable outcome in the case.

If workers in your plant are represented by a union, then the union is considered the "authorized employee representative" for purposes of declaring party status.

In order to elect party status, all you have to do is write a letter to the Occupational Safety and Health Review Commission informing them of your desire to participate in the case. The address can be found on the letter of contest.

You must also serve a copy of this letter on your employer and the OSHA Area Director, whose name and address appears at the top of the citation. You should send the letters Certified Mail-Return Receipt Requested.

Once you have party status you are entitled to the following:

- *Receive copies of all documents filed in the case
- *Request information from your employer as part of the discovery process
- *Participate in conferences and settlement

negotiations between OSHA and your employer

- *Present witnesses and evidence at the hearing
- *Cross-examine company witnesses
- *Make oral and written arguments
- *Request that the Review Commission review an adverse judge's decision or unfair settlement agreement
- *Appeal to the U.S. Circuit Court of Appeals, if necessary.

Even after you have declared party status, it will still be up to you to make sure that you are informed of all settlement negotiations between your employer and OSHA. You should call the lawyer in the Solicitor's Office that is handling your case and tell him that you want to fully participate in any meetings about the case. If you find out that you were not informed of a meeting, you should write a letter to the judge assigned to the case and inform him of the problem.

Sample Letter

Executive Secretary
OSHA Review Commission
(address)

Dear [],

We formally request to elect party status on behalf of the affected workers in OSHRC Docket No. []. UAW Local [] is the authorized bargaining agent for the affected employees of [].

We request that copies be sent to us of all files in this case as we wish to participate in the hearing.

Sincerely,

[], union position)

cc: H&S Dept, International UAW
UAW Regional Office
Company Reps



A STEP-BY-STEP LOOK AT OSHA HANDLING OF 11(c) DISCRIMINATION CASES

OSHA has the sole discretion to prosecute a discrimination case under Section 11(c) of the Act. The complainant or representative must first convince the OSHA investigator of the merit of the case and the chance to win before any action will be taken against the employer. Understanding the OSHA procedure will help build a case. The procedures are laid out in the *OSHA Field Operations Manual*. The union representative and complainant should fraternally but firmly establish their rights in this process.

1 Worker Files Complaint.

A complaint can be made verbally or in writing, to any OSHA official. The worker may choose to have a representative file. It is preferable that the complaint be in writing, to create a written record and to ensure that OSHA understands the case. The worker and union representative should confer before writing and sending in the complaint. A detailed explanation of the case (including statements, evidence, phone numbers of witnesses, map of workplace, etc.) should be developed, carefully organized and sent with the complaint (or soon thereafter).

Remember:

- * *Always* file within the 30 day limit set for 11(c) complaints. Do not wait for the outcome of grievances or any other proceedings.
- * Never overwhelm OSHA with contradictory, confusing or disorganized evidence. Be organized.

2 OSHA Should Immediately Document Receipt of Complaint.

How fast is OSHA supposed to move on 11(c) complaints? According to the *OSHA Field Operations Manual*, steps begin immediately. Each OSHA Region has a person in charge of discrimination complaints, called the Regional Supervisory Investigator (RSI). If the complaint is made verbally, and the person is in the OSHA office, the OSHA official shall "call the RSI immediately . . . so that the complainant can be interviewed by telephone or in person." Otherwise, the OSHA official must complete an OSHA Form 82, Report of Filing of Complaint Under 11(c), and send it to the RSI on the day of receipt of the complaint."

3 OSHA Interview of The Complainant.

The *OSHA Field Operations Manual* is explicit regarding the steps investigators must take when handling 11(c) cases.

For example, the manual instructs investigators, upon receipt of any complaint or inquiry, to "interview the complainant by telephone or in person to determine if the complaint is appropriate for processing."

Two warnings about this step in the process:

1. *Be prepared for the initial interview.* Cases have been lost at this stage because the case was poorly presented to the investigator (facts left out, arguments jumbled, management response not anticipated) or because OSHA cut the initial interview short. Don't let this happen. Insist that the complainant have the opportunity to present all facts and arguments. Union representatives can play a valuable role at this stage by helping to organize and argue the case. It is wise for representatives to be present at the interview or participate in a three way phone call.

2. *Don't let OSHA give management an advantage in the early stages.* The investigator may conduct a short or incomplete interview and then speak to management at length. This gives management an advantage at presenting arguments and evidence. Union representatives should intervene early-on to prevent this from happening.

4 Early Attempt at Resolution Is Encouraged.

Once complaints are screened, and deemed to have merit, The *OSHA Field Operations Manual* instructs investigators to attempt early resolution of complaints. The complainant and representative should let OSHA know that they are aware of this recommendation. It may be a good idea to discuss with the investigator what plans they have to achieve early resolution. Doing so may ensure that the investigator actually attempts resolution early on in the case, before management positions have hardened and back-pay has accrued.

Remember: The chances of early resolution improve when a combination of tactics are used to fight the discipline. The complainant and representative should consider using means such as media outreach, member-

ship pressure and publicity in union newsletters to encourage quick resolution of the problem.

5 The OSHA Field Investigation.

The *OSHA Field Operations Manual* includes a number of instructions to investigators regarding the conduct of field investigations.

- The investigation "shall begin as soon as possible" after completion of the screening.
- The employer should not have been notified of the complaint until just before the investigator begins their investigation.
- Employer notification "shall normally be delivered in person by the investigator at the start of the investigation. . . ." In other words, the investigator is instructed to notify management by going to the workplace personally and beginning the workplace investigation immediately.
- Arrangements should be made at the interview stage for participation by the complainant and representative.

Preparation is required for the OSHA investigation. Witnesses should be prepared to give their statements. Documents relevant to the case should be requested ahead of time (making it harder for management to stall when OSHA requests them). If workplace conditions are different than at the time of the incident, be prepared to point this out to the OSHA investigator.

Union representatives should also be prepared to prevent management from stalling the investigation. If the company has a history of aggressive handling of OSHA investigations (refusing entry, withholding documents, etc.) make this known to the investigator *ahead of time*, so that he or she may plan ahead.

Call OSHA immediately after the workplace investigation. Review the case with the investigator and try to determine OSHA's perspective. Ask about the evidence and arguments presented by management. Be prepared to rebut these arguments.

The OSHA officer's visit to the workplace may include an investigation of other workplace hazards, even ones unconnected to the complaint. Representatives may want to be ready for this.

6 Field Investigation Report.

The investigator must submit a Final Investigation Report to the Regional Supervisory Investigator. The report should set forth the facts of the case and any recommendations. It should include a section dealing with back pay, damages and legal fees. Get a copy of this report. Check to ensure that facts are correct and remedies are appropriate. Contact the state or regional OSHA director if the report is inaccurate. The report must be provided under the Freedom of Information Act (FOIA).

7 Withdrawals Not To Be Solicited.

Investigators are instructed that: "Withdrawals are not to be solicited by OSHA." However, investigators are allowed to close a case "if the complainant does not cooperate in the completion of the investigation." Follow through on all requests made by the investigator, or explain why it can't be done.

8 The 90 Day Time Limit for Closing of Cases.

OSHA rigidly enforces the 30 day limit for filing cases, but is lenient when it comes to the limit (90 days) set for completion (closing) of the case. Cases often drag on much longer, sometimes a year or more. In the short-term, union representatives should remind investigators of the 90 day time limit and push for timely resolution. In the long-term, OSHA reform could help alleviate this problem to some degree.

OSHA INSPECTION PROCESS

TYPES OF INSPECTIONS

(listed in order of priority):

Priority is "designed to distribute available OSHA resources as effectively as possible."

Imminent Danger

Fatally/Catastrophe Investigations

Investigation of Complaint/Referrals

- a) Formal Complaints — written
- b) Informal Complaints

Programmed Inspection

Follow-up Inspection

ADVANCE NOTICE

IMPORTANT: In most instances you should **NOT** have advance notice that OSHA is coming to your workplace before they arrive on the doorstep. Exceptions where **ADVANCE NOTICE** is allowed:

- 1) In cases of apparent imminent danger
- 2) When inspection is best conducted after regular hours or when special preparations are necessary.
- 3) Where necessary to insure presence of employer or employee reps.
- 4) Whenever the Area Director determines there is a good reason.

NOTE: In all but Imminent Danger situations, exceptions must be authorized by the Area Director.

THE INSPECTION:

OPENING CONFERENCE

- 1) After showing credentials, OSHA inspector will explain why they are there and the extent of the investigation.
- 2) A joint opening conference will be held except when a separate conference is requested by either the employer or the employee rep.

Notes from the private conference must be made available to the party not present.

- 3) If inspection is in response to a complaint — inspector will provide a summary of the complaint(s) to employer and employee reps. The summary should be typed so that the complainant cannot be identified.

RECORD REVIEW

To evaluate the employer's safety and health program, the OSHA inspector will review relevant records, examine the workplace, and talk with employer and employee reps. The Inspector should include the following in his/her review of the records:

- Review Illness and Injury Records for the most recent completed calendar year. (OSHA 200 Logs)
- Review Employer's Haz Com Program
- Review Lockout/Tagout Program
- Review Emergency Response Plan

THE WALKAROUND

The purpose of the Walkaround is to survey those areas that are high hazard or high exposure areas.

- 1) The employer and employee reps are entitled to accompany the Compliance Officer.
- 2) The Inspector may request other records such as equipment inspection and maintenance records, medical surveillance, monitoring or exposure records.

- 3) Posting requirements
 - a) OSHA Poster
 - b) 200 Log Summary (during the month of February)
 - c) Current citations
 - d) Notice of contest

- 4) The Compliance Officer will try to evaluate the employer's safety and health program and determine how aware the employees are of the hazards in the workplace and the methods used to control them. He/she will try to assess to what degree the employer's health and safety program addresses the problems present, whether or not the program is written, how the program is communicated to workers and how the program is enforced.

NOTE: OSHA inspectors rely heavily on checking low order hazard controls, such as use of respirators, gloves, and other personal protective equipment.

- 5) The Compliance Officer can talk to any employee he or she chooses to interview.

- 6) The inspector will note violations of any OSHA Standard. The inspector can use the following evidence to document a violation: observation, interview with employees, pictures, written records, video tapes, monitoring data, etc.

- 7) Inspector will try to determine whether the employer actually knew of the hazard which resulted in the violation and what efforts had been taken to control the hazard.

NOTE: The violation may result in a willful citation if the employer knew of the hazard, but did nothing to control it or protect employees from harm.

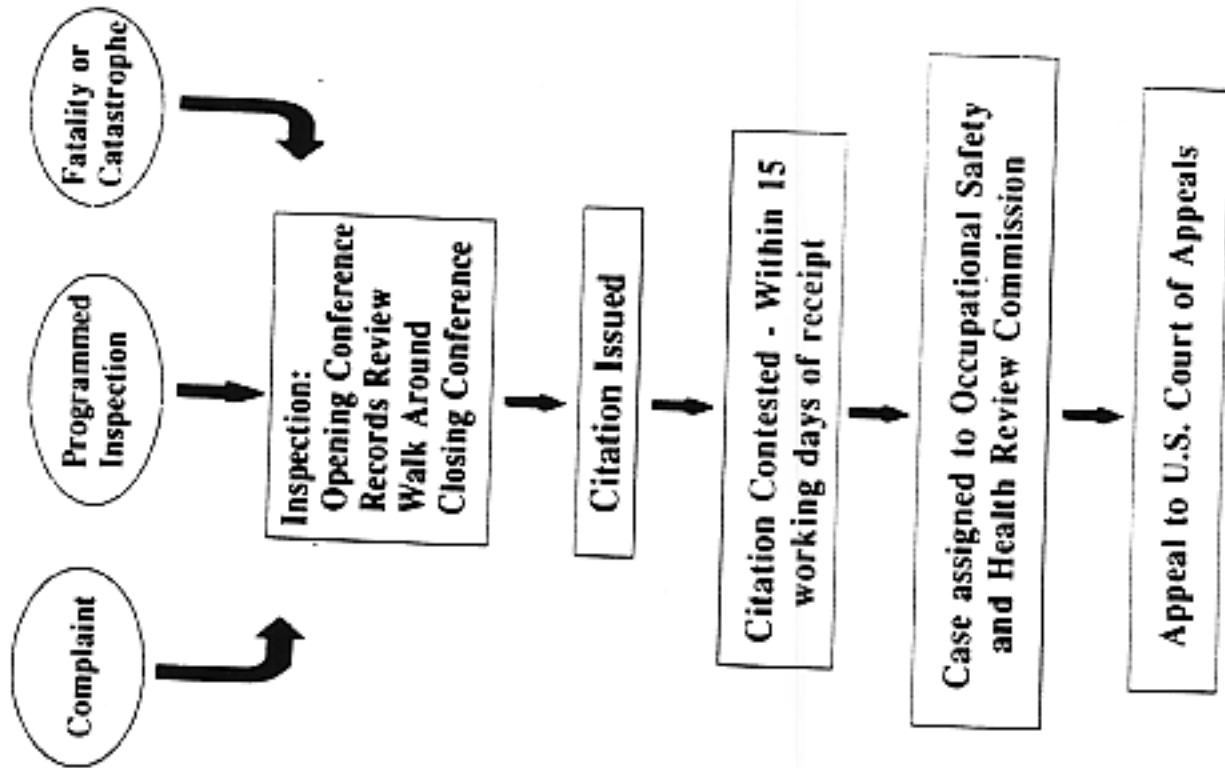
CLOSING CONFERENCE

- 1) A closing conference will be held after the inspection is completed. This may occur that day or several weeks after the inspection has begun. During the closing conference, the Compliance Officer will outline any potential violations and discuss possible abatements.

- 2) Closing conference will be joint unless employer or employee reps request a private conference. Further arguments or evidence may be presented to the Inspector.

The Inspector will **NOT** issue a citation on the spot. All citations must be reviewed and approved by the Area Director. A citation must be issued within six months of the date that the violation occurred.

OSHA ENFORCEMENT PROCESS



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Pocket Guide to:

Using OSHA

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Summary of the Occupational Safety and Health Act

Passed by the U. S. Congress in 1970, the purpose of the OSHA Act is to assure safe and healthful working conditions for working men and women throughout the United States.

The law is administered and enforced by the Occupational Safety and Health Administration (OSHA) within the U. S. Department of Labor. OSHA has 10 different regional offices throughout the country.

OSHA programs and Responsibilities include:

- † setting safety and health standards, which employers must obey in order to protect their workers from hazards on the job.
- † enforcing the general duty clause of the OSHA Act if no standard exists for a particular hazard.
- † issuing citations against employers for violations, assessing penalties against employers, and setting time limits in which hazards must be corrected.
- † conducting statistical surveys on work-related injuries and diseases.
- † inspecting records employers are required to keep of work-related injuries and illnesses
- † overseeing State plans for safety and health.
- † encouraging the development of training programs for workers, management, and health professionals

Notice of Alleged Safety or Health Hazards

U.S. Department of Labor

Occupational Safety and Health Administration

MOD Date

1. Complaint Number

2. Employer Name

3. Site Location (Street, City, State, ZIP)

4. Mailing Address (if different) (Street, City, State, ZIP)

5. Management

6. Telephone Number

()

7. Type of Business

8. Hazard Description. Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard.

9. Hazard Location. Specify the particular building or worksite and the workshifts where the alleged violation exists.

Using Health and Safety Rights

Direction: Work with the people at your table to answer the following questions. Remember to pick a reporter to describe your answers to the rest of the class.

- 1) Pick the most serious health and safety hazard at your workplace. Each person will take 10 minutes to write up the description of the hazard on the 'Health and Safety Complaint' form. Share this with the rest of the table. The table should pick one of the hazards to work with for questions 2 and 3.
- 2) "Brainstorm" a list of all the possible activities that the union can do to try to get this problem resolved.
- 3) Using your list developed in number 2, list the actions you would take in the order that you will do them. For each action list the obstacles you would expect, and how this action would help involved the membership and build the union.

Action Items	Anticipated Obstacles	Involve Membership

WORKER SURVEYS

Depending on the need, several kinds of worker surveys can be undertaken, from simple surveys involving a few key question, to surveys conducted by health and safety professionals. Three types of surveys:

- **Research-based surveys.** For example, a mortality study undertaken with the assistance of the UAW Health and Safety Department or a University.
- **Worker-to-Worker Surveys.** Written and conducted by a committee or individuals to determine the nature of workplace hazards; best if used as part of an ongoing health and safety workplace program.
- **Everyday Surveys.** Perhaps the most important. This is the informal "surveying" that happens through discussion and interaction with co-workers -- shop talk.

A BARE BONES SURVEY

1. What are the biggest health and safety hazards in your workplace and/or work area?
2. What do you think should be done to improve the hazards listed in question #1? Be specific.
3. What could the health and safety committee do to assist workers in solving hazards?

Surveys can be short and simple, like the one shown above, or longer and more detailed. The bottom line - any survey will generate ideas and help to involve workers in health and safety. If the resources are available to do a more detailed survey, terrific. But if not, do a survey that fits your resources and needs.